

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Monday, March 25, 2019 at 5:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	.....	Chair
	Fernando Alvarado	.....	Council Member
	Vicki Davis	.....	Council Member
	Kathy Schwantes	.....	Council Member

Others present: Human Resource Director Samantha Beckman, Shelby Lindrud "West Central Tribune."

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 5:15 p.m.

#### Item No. 2      Public Comment

No public comment.

#### Item No. 3      Part-Time Employee Pay Schedule (Motion)

Staff reviewed our part-time employee pay schedules over the past 3 years and presented a proposed 2019 scale. The 2019 scale will remove discontinued positions, add our new Recreation positions, increase starting pay to be in compliance with minimum wage, and implement a step pay scale rather than a range. The only significant increase was for our Election Judges. A survey revealed that Willmar pays less than almost every other surrounding township and we need to increase their hourly rate. This will have no effect on the 2019 budget as there are no elections this year. A motion was made by Council Member Schwantes, seconded by Council Member Alvarado to adopt the new pay schedule pending an edit to the sports officials' range.

#### Item No. 4      Employee Personnel Policy (Information)

Staff presented the first pages of the updated employee personnel policy obtained from the League of MN Cities. At the Leagues recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures. The Committee will review the updated policy and discuss at the next Labor Meeting.

#### Item No. 5      Sick Leave Donation Policy Update (Information)

Staff presented an updated policy that allows more flexibility in donating sick hours and increases the amount one employee can donate. Staff will incorporate a few more requested updates and bring back to the next Labor Meeting.

#### Item No. 6      City Administrator Review and Next Steps (Motion)

In light of Administrator Holland's resignation, a motion was made by Council Member Schwantes, seconded by Council Member Davis to dismiss the performance review for the Administrator. Discussed the hiring process for the next City Administrator. Staff was directed to obtain quotes from recruitment firms and present those at a Special Council Meeting April 8<sup>th</sup>.

Item No. 7      Miscellaneous (Recommendation for Planning & Development Director Position)

Staff brought forth the interview committee's recommendation for hire for the Planning and Development Services Director to be presented on the April 1<sup>st</sup> Council Meeting.

There being no further business to come before the Committee, the meeting was adjourned at 6:19 p.m. by Chair Mueske.

Respectfully submitted,

Samantha Beckman  
Human Resources Director